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**SHIRE OF DONNYBROOK/BALINGUP**

**Shire Profile**

The Shire of Donnybrook/Balingup is situated in the South West of Western Australia in a picturesque area surrounded by stunning old growth forests, winding rivers, rolling hills, vineyards and lush orchards. Donnybrook/Balingup is historically known and is still regarded as the first genuinely “rural” township of consequence that one enters when travelling south from Perth.

Donnybrook/Balingup also boasts a highly central location being only half an hour from the city life and beautiful beaches of Bunbury, an hour from the tranquil waters of Geographe Bay and the famous Margaret River Wine Region, while still being within short driving distance of the tall timbers of Pemberton and the rest of the Southwest’s abundant attractions. Its central location is also relative to significant and adjacent areas of employment such as Bunbury, Capel, Collie and Greenbushes.

The population of the Shire of Donnybrook/Balingup is currently 5,753, with an estimated rural population of 2,333. There are three townsites within the Shire, Donnybrook with an estimated population of 3,000, Balingup 300 and Kirup 120.

Due to our healthy local economy, and the benefit of several diverse industries nearby, we promote a unique rural lifestyle rich in heritage and culture. Local industries include Donnybrook sandstone quarrying, farming fruit, vegetables, viticulture, sheep and cattle.

**Council’s Values**

1 All employees are bound by the requirements of the Local Government Act 1995 to act with integrity and in a way that shows a proper concern for the public interest.

2 Council is committed to guiding, serving and working with the community to fulfil their needs and aspirations with fairness and courage; quality of service and continuous improvement.

3 The values which govern the conduct of management and employees are loyalty; respect and trust; corporate teamwork; open and accountable local government; efficient work practices and staff development.

**Customer Service**

All employees are to maintain a high level of customer service to both internal and external customers. This involves not only providing assistance where possible and reasonable, but also to maintaining a professional manner at all times. Council employees should observe proper protocols for addressing Councillors and other officials with may attend Council from time to time.

**Code of Conduct**

It is important that at all times employees act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude. While on duty, employees are to give the whole of their time and attention to the business of the Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. You are required to comply with the Code of Conduct at all times. Copies of the Code of Conduct can be obtained from the Human Resources Manager.

**Risk Management**

The Shire of Donnybrook-Balingup takes a proactive approach to Risk Management to ensure continuous improvement to reduce accidents and injuries in all divisions of Council.

The Shire of Donnybrook-Balingup has a responsibility to provide a safe and healthy workplace.

Employees have a responsibility to co-operate with Council to ensure that the workplace is safe and healthy.

Employees are to report to their supervisor all acts or conditions that they consider to be unsafe, keep the workplace safe as far as their responsibility permits and follow safe work method statements.

Council has a Safety Policy and Risk Management Plan that are available through your supervisor or the Human Resources Manager.

**Equal Employment Opportunity (EEO) & Diversity**

The Shire of Donnybrook-Balingup is committed to the development and implementation of its EEO/Diversity Management Plan which is designed to create a more creative and skilled workforce and better services to the community.

The Shire of Donnybrook-Balingup’s employment and promotion decisions are made on merit in accordance with EEO guidelines.

The Shire of Donnybrook-Balingup is committed to ensuring the absence of discrimination or harassment in the workplace.

Council staff must not harass, discriminate or support others who harass or discriminate against colleagues or members of the public.

Further information is contained in Council’s Staff Induction Manual and in the Policy Register (refer to your supervisor or Human Resources Manager for more information).

**Continuous Learning**

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by an external provider. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.